Message Subsystem
(MSG)

A Model 204 Subsystem for
JIMS Users

Table of Contents

Overview of the Message Subsystem

The Message Subsystem is used to generate, send and receive electronic mail in Model 204. Features include a built-in text editor with basic word processing functions, full query capabilities, message-received date and time display, and the ability to create and send messages to specific groups.

NEW-MESSAGE NOTIFICATION
The system notifies a user that messages are waiting to be read in two ways.

First, when the user signs on to Model 204, the Unread Messages screen (see page 11) automatically displays instead of the Subsystem Selection Main Menu. The user may then select and view a message or press the Clear key twice to access the Subsystem Selection Main Menu.

Second, when messages are received after the user has already signed on to Model 204, a MESSAGES WAITING notice displays at the bottom right of the Subsystem Selection Main Menu the next time he or she accesses it. See sample screen on page 4 (field 9).

Model 204 Log-on Procedures

1. Screen displays: **READY FOR LOGON**

    Type: **M4P2**

    Press Enter key

2. Screen displays: **>**

    Type: **LOGON JU_ _ _**
    (your individual log-on ID)

    Press Enter key

3. Screen displays: **LOGON JU_ _ _**
    *** M204.0347:PASSWORD
    >

    Type password as indicated below:

    If you are already a JIMS user, type your current password. (Your password will not display on the screen.) Press the Enter key.

    If you have never signed on to JIMS before, your password is TEST. You must change your password the first time you log on.

Changing your password in Model 204:

a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers.

    Example: **TEST:SECRET**

b. Press Enter key.

    In this example, SECRET would now be your new password. The next time you log on, you would type only the word **SECRET** at the password prompt in Step 3.

4. Screen displays: **>**
    Press Enter key

LOG-ON FAILED

If you do not get logged on, one of the following messages will display:

Message	Solution
PASSWORD EXPIRED	Start over beginning with step 2 and change your password using the procedures in step 3. You must change your password every 60 days.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Start over beginning with step 2.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS Project Analyst or the JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset.

LOG-ON RESULT

When log-on is successful, one of two screens will display:

1.   The Model 204 Master Subsystem Selection Main Menu (JPMNU) which allows you to select the M204 subsystem you want to use. This appears when there are no messages waiting. See page 4 for explanation.

2.   The Receive Message screen (MSG02). This appears when there are messages waiting. (See page 11 for explanation.)

Model 204 Log-off Procedures

METHOD 1

From a menu screen where PF10 = LOGOFF, press PF10.

METHOD 2

Type an **L** in any OPT (option) field and press Enter. See page 20 for an explanation of the option field.

Press Enter.

Accessing the MSG Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection Main Menu displays (see sample screen below).

METHOD 1
Type MSG (the subsystem ID for Message) in the SELECTION field at the bottom of the screen (field 8) and press Enter. The MSG Main Menu will appear.

METHOD 2
Using the Tab key, move the cursor to the blank line beside MSG (field 5) and press Enter. The MSG Main Menu will appear.

METHOD 3
To go directly to an option screen and bypass the MSG menu, type MSG in the first blank of the SELECTION field. Type the option number in the second blank of the SELECTION field (for example, MSG 01). Press Enter. The requested option will appear.

```
**************************************************************************

  [1]
 JUVRZ  (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM        MAR 31, 1992(C2)
  [2]                                                            [3]
 JPMNU                    MASTER SUB-SYSTEM SELECTION           PAGE: 1  OF 1
                                                                [4]
                               MAIN MENU                        SCROLL: ___


         [5] [6]          [7]
          _    MSG MESSAGE SUBSYSTEM
          _    VLN VEHICLE LICENSE/NAME INQUIRY


                       [8]
              SELECTION: ___  _____
                                              [9]
                                **** (2) MESSAGES WAITING ****
 _____
  MAKE SELECTION AND PRESS <ENTER>     7=BACK  8=FWRD    10=LOGOFF   11=HELP

**************************************************************************
```

EXPLANATION OF FIELDS

1. JUVRZ: Log-on ID of person signed on to terminal.

2. JPMNU: Code identifying displayed transaction.

3. PAGE 1 OF 1:   Current page and total number of pages in displayed transaction.

4. SCROLL: See Appendix A, page 20, for uses of this field.

5. _: Selection field for access method 2.

6. MSG: Subsystem ID.

7. MESSAGE
SUBSYSTEM: Subsystem name.

8. SELECTION: Selection field for access method 1.

9. MESSAGES WAITING: A notice indicates that messages are waiting to be read. To view messages, access MSG02. (See page 11 for explanation.)

PF-KEY OPTIONS

7=BACK: Press PF7 to access previous page.

8=FWRD: Press PF8 to access next page.

10=LOGOFF: Press PF10 to log off M204 system.

11=HELP: Press PF11 to access general Help screen explaining Main Menu.

MSGMM — MESSAGE MAIN MENU

Use this screen to select and transfer to options in the Message subsystem.

TO SELECT AN OPTION

METHOD 1
Type the number of the desired option in the SELECTION field at the bottom of the screen (field 4) and press Enter.

METHOD 2
Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to Main Menu.

```
**************************************************************************

JUVRZ (SEC2)   JUSTICE INFORMATION MANAGEMENT SYSTEM        JAN 29, 1992(C2)
MSGMM                   INFORMATION/MESSAGE SUBSYSTEM       PAGE: 1  OF 1
                             MAIN MENU                      SCROLL: ___
                                                            OPT: _____ - MSG

          [1] [2]          [3]
           _   1.   SEND MESSAGE
           _   2.   RECEIVE MESSAGE
           _   3.   GROUP DEFINITION




                          [4]
                      SELECTION: ____   ____


_____
TYPE IN SELECTION AND PRESS <ENTER>   7=BACK  8=FWRD     10=LOGOFF   11=HELP

**************************************************************************
```

EXPLANATION OF FIELDS

1. _: Selection field for access method 2.

2. 1:   Option number.

3. SEND MESSAGE: Option name.

4. SELECTION: Selection field for access method 1.

PF-KEY OPTIONS

7=BACK: Press PF7 to access previous page.

8=FWRD: Press PF8 to access next page.

10=LOGOFF: Press PF10 to log off M204 system.

11=HELP: Press PF11 to access general Help screen explaining this transaction.

MSG01 — Send Message

Use MSG 1 to compose and send messages to one or more users. Users can be identified individually by log-on ID or name, or collectively by defined group name.

ACCESS METHOD

Select Option 1 from the Message Main Menu. Press Enter.

```
**************************************************************************

JUVRZ (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM       JAN 29, 1992(C2)
MSG01                       MESSAGE SUBSYSTEM               OPT: _____ - MSG
                             SEND MESSAGE                   PAGE:   1 OF  10
      [1]                       [2]                                 [3]
 LOGON-ID> _____       NAME> _____ _    DEPT> ___
        [4]                   [5]
    GROUP> _____     DESC> _____
        [6]
  SUBJECT: _____


 <                                                                      >
 <                                                                      >
 <                                                                      >
 <                              [7]                                     >
 <                                                                      >
 <                                                                      >
 <                                                                      >
 <                                                                      >

 [8]
 ==>


 1=RCV MSG      2=MARK         3=INSERT       4=DELETE      5=MOVE
 6=COPY         7=BACKWARD     8=FORWARD      9=SEND MSG    10=REFRESH    11=HELP

**************************************************************************
```

To address message,
1.   To an individual:
    a.   Type person's log-on ID in field 1 OR
    b.   Type full or partial name in field 2 (last name first).
    c.   Press Enter.
2.   To people in a specific department:
    a.   In field 3, type **?** and press PF11. A list of all user departments will display.
    b.   Type an **X** on the blank line next to the appropriate department and press Enter. Names for all users in that department will display.
    c.   Type an **X** next to each user to whom you wish to send the message.
    d.   Press Enter. The Send Message screen will redisplay.

3. To a designated group:
Type group name in field 4 or group description in field 5.
OR
For a list of all available groups, type **?** in field 4 and press PF11.
a. To address message to specific members of one of the groups listed on the Help screen:
1. Type **W** on the blank line beside the group name and press Enter. A list of members will display.
2. Select individuals by typing an **X** on the blank line beside each appropriate name.
3. Press Enter and the MSG01 screen will redisplay with a message in field 2 similar to the following:
*** (2) TWO NAMES SELECTED ***.
b. To address message to all members of one of the groups listed on the Help screen:
1. Type an **X** on the blank line beside the group name.
2. Press Enter. The MSG01 screen will redisplay with the selected group name and description appearing in fields 4 and 5 respectively.

NOTE: Groups are created using Option 3. See page 18.

To create message:
1. Type the subject of your message in field 6. Then press the Tab key to move the cursor to the text entry section (field 7).
2. Enter up to 10 pages of text. Access the next page by pressing PF8.
To move or copy a block of text,
a. Position the cursor anywhere on the first line of the desired block.
b. Press PF2 to mark the beginning of the block.
c. Position the cursor anywhere on the last line of the desired block.
d. Press PF2 to mark the end of the block. The message ** PRESS PF5 TO MOVE OR PF6 TO COPY ** will appear in field 8.
e. Position the cursor anywhere on the line where the marked block will be inserted.
f. Press PF5 to move the block or PF6 to copy the block to this location.

NOTE: You can block only entire lines of text. You cannot block partial lines.

To send message,
press the PF9 key.

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). Help screens are also available for fields ending with >. See page 20 for more information.

1. LOGON-ID>: JIMS sign-on code identifying addressee's name and department.

2.	NAME>:	Name of addressee (LAST NAME, FIRST NAME).
3.	DEPT>:	Addressee's department.
4.	GROUP>:	Name of message group.
5.	DESC>:	Literal description of message group.
6.	SUBJECT:	Subject of message.
7.	(text entry):	Text of message.
8.	==>:	Message line. Displays status of entry.

PF-KEY OPTIONS

1=RCV MSG:	Press PF1 to access Option 2 — Send Message.
2=MARK:	Press PF2 to mark the line at the cursor position as the beginning or end of a block of text.
3=INSERT:	Press PF3 to insert a blank line at the cursor position.
4=DELETE:	Press PF4 to delete the line at the cursor position.
5=MOVE:	Press PF5 to move blocked text to line at cursor position.
6=COPY:	Press PF6 to copy blocked text to line at cursor position.
7=BACKWARD:	Press PF7 to access previous page.
8=FORWARD:	Press PF8 to access next page.
9=SEND MSG:	Press PF9 to send the message you have typed.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access general Help screen explaining this transaction.

MSG02 — Receive Message

Use MSG 2 to access messages. Three types of messages can be accessed: 1) unread messages, 2) previously read messages, and 3) previously sent messages.

ACCESS METHOD

Select Option 2 from the Message Main Menu. Press Enter.

If unread messages are waiting, a screen similar to Sample Screen 1 will display. If no unread messages are waiting, a screen similar to Sample Screen 2 (next page) will display.

Sample Screen 1 also appears immediately after you log on to Model 204 if unread and/or saved messages are waiting.

Sample Screen 1 - Unread Messages

```
*******************************************************************************
JUVRZ (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEMS      JAN 29, 1992(C2)
MSG02                         MESSAGE SUBSYSTEM               OPT: _____ - MSG
                              RECEIVE MESSAGE                 PAGE:   1 OF   1


                        >>> UNREAD MESSAGES <<<


 FROM: _____     SUBJECT: _____

    FROM                  SUBJECT                      DATE SENT    SENT  RCVD

=============================================================================
 _ ROBBIE COOPER       (MEETING RESCHEDULED        ) 01/29/92    ( 3) ( 0)






 ==> *** (1) NEW MESSAGES, (46) MESSAGES RCVD, AND (13) MESSAGES SENT ***

1=SEND MSG                  3=MSGS RCVD    4=MSGS SENT
            7=BACKWARD      8=FORWARD                    10=REFRESH    11=HELP

*******************************************************************************
```

To view message, type an **X** on the blank line next to the listing and press Enter. (See Viewing a Message on page 15 for more information.)

Sample Screen 2 - No New Messages

```
**************************************************************************
 JUVRZ (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 05, 1994(C2)
 MSG02                      MESSAGE SUBSYSTEM               OPT: _____ - MSG
                            RECEIVE MESSAGE                 PAGE:   1 OF   1


                       >>> UNREAD MESSAGES <<<



           ::::::::::::::::::::::::::::::::::::::::
           ::::                                ::::
           ::: YOU HAVE NO NEW MESSAGES TO READ :::
           ::::                                ::::
           ::::::::::::::::::::::::::::::::::::::::



 ==> *** (0) NEW MESSAGES, (149) MESSAGES RCVD, AND (148) MESSAGES SENT ***

 1=SEND MSG                 3=MSGS RCVD   4=MSGS SENT
            7=BACKWARD     8=FORWARD                   10=REFRESH    11=HELP

**************************************************************************
```

From either Sample Screen 1 or Sample Screen 2, you may access messages you have sent (press PF4) or messages you have previously received and viewed (press PF3). Sample Screen 3 on the next page is an example of a Messages Sent screen. The Previously Read Messages screen is very similar. Instructions which follow apply to both screens.

Sample Screen 3 - Messages Sent by User

```
**********************************************************************************

  JUVRZ (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 05, 1994(C2)
  MSG02                       MESSAGE SUBSYSTEM                 OPT: _____ - MSG
                              RECEIVE MESSAGE                   PAGE:   1 OF   2


                          >>> MESSAGES SENT <<<


  [1]                             [2]                         [3]

  TO:  _____   SUBJECT: _____   DATE SENT: 05011994



       DATE       TIME              SUBJECT                     SENT     RCVD

     ==========================================================================
  _   05/05/94   3:10 PM   TRAINING SCHEDULE                   ( 4)     ( 1)
  _   05/05/94  11:29 AM   <REPLY> TEST MESSAGE                (JISEK)   ( 1)
  _   05/05/94  10:33 AM   TERMINAL CLEARANCES                 (JUMPU)   ( 1)
  _   05/05/94   9:14 AM   TEST MESSAGE                        (JILFB)   ( 1)
  _   05/03/94  10:01 AM   LIAISON INFORMATION                 (JUOEH)   ( 0)
  _   05/03/94   8:36 AM   <REPLY> CLEAR FOR MESSAGES          (JU1JN)   ( 1)
  _   05/02/94   5:06 PM   <REPLY> REACTIVATIONS               (JUEHZ)   ( 1)
  _   05/02/94   3:22 PM   REACTIVATIONS                       (JUALK)   ( 1)
  _   05/02/94   3:21 PM   REACTIVATIONS                       (JUEHZ)   ( 1)
  _   05/02/94   1:53 PM   <REPLY> PAWN STOLEN CHECKS          (JUMPU)   ( 1)

  ==> *** (11) MESSAGES FOUND ***

  1=SEND MSG                                   4=MSGS RCVD
            7=BACKWARD    8=FORWARD                        10=REFRESH    11=HELP


**********************************************************************************
```

The SENT field indicates the individual log-on ID or the number of people to whom the message was sent. The RCVD field displays the number of recipients who have read the message.

In this example, the first message was sent to 4 people and 1 person has read it so far. To access a list of those who received the message, follow instructions on page 16 under Viewing Message Recipients.

To inquire on `particular` messages,
type search criteria in any combination of fields 1 - 3 and press Enter. The asterisk (*) can be used as a wildcard character.

For example, to find all messages to a user with the last name Smith, type ***SMITH** in field 1 and press Enter. To find all messages in which the word TIME is part of the subject, type ***TIME** in field 3 and press Enter.

For more information on using wildcard characters, see page 22.

VIEWING A MESSAGE

To read a message, type an **X** beside the desired message listing and press Enter. A screen similar to Sample Screen 4 will appear.

Sample Screen 4 - Viewing a Message

```
************************************************************************
JUVRZ (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEMS      APR 15, 1992(C2)
MSG0210                         MESSAGE SUBSYSTEM           OPT: _____ - MSG
                                READ MESSAGE                PAGE:  1 OF  1

   FROM: JIRAC (ROBBIE COOPER)           TO:   JIJLM (JASON L. MILEY)
SUBJECT: MEETING RESCHEDULED
SENT ON: (WED) JAN 29, 1992  10:48 AM  <TODAY>
************************************************************************
DUE TO THE UPCOMING HOLIDAY, THE MEETING SCHEDULED FOR 4/21 HAS BEEN
RESCHEDULED FOR THE FOLLOWING FRIDAY.




************************************************************************
SAVE THIS MSG? (Y/N): Y  REPLY? (Y/N): N  COPY? (Y/N): N  PRINTER-ID> RMT83_
==>
1=SEND MSG
           7=BACKWARD    8=FORWARD      9=PRINT                   11=HELP

************************************************************************
```

As soon as a message is displayed on this screen, the current date and time are attached to the message, and the system marks it received. The new-message notification described on page 1 will no longer display.

To retain the new-message notification,
type a **Y** beside SAVE THIS MESSAGE and press Enter. The date and time the message was read is saved and the notification will continue to display.

To reply to the message,
type a **Y** in the REPLY field and press Enter. The Send Message screen will then display with all addressing information filled in.

To copy the message to another user,
type a **Y** in the COPY field and press Enter. The entire text of the currently displayed message will be copied to the Send Message screen. Address the message and edit the text as needed. Then press PF9 to send the message.

14

To incorporate the original message into your reply,
type a **Y** in both the REPLY and COPY fields. The Send Message screen will appear with the sender's log-on ID filled in and the original message displayed. Type your reply below the dashed line. Press PF9 to send it. This allows the sender of the original message to view your reply and the original message's contents on the same screen.

VIEWING MESSAGE RECIPIENTS

If a message listed on the MSG02 screen was sent to more than one person, you may view a list of the recipients by typing a **W** beside the desired message listing and pressing Enter. A screen similar to Sample Screen 5 will display.

Sample Screen 5 - Viewing Message Recipients

```
****************************************************************************

JUVRZ (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      APR 26, 1994(C2)
MSG0220                       MESSAGE SUBSYSTEM            OPT: _____ - MSG
                    >> OPTION DESCRIPTION NOT AVAILABLE <<   PAGE:  1 OF  1

                    >>> MESSAGE RECIPIENTS <<<

   FROM:    ROBBIE COOPER
   SUBJECT: MEETING RESCHEDULED              SENT: APR 26, 1994  @ 10:48 AM
  -------------------------------------------------------------------------
    RECIPIENT                    DEPT    -------- RECEIVED --------
  =========================================================================

_  SHIRLEY KNIGHT               JIM     04/26/1994 (TUE)   4:04 PM
_  AMANDA RAYMOND               JIM     04/27/1994 (WED)   7:46 AM
_  REGINA WILDER                JIM     04/27/1994 (WED)   8:03 AM


 ==> *** (3) RECIPIENTS FOUND ***

 1=SEND MSG               3=READ MSG
            7=BACKWARD    8=FORWARD                              11=HELP


****************************************************************************
```

MSG03 — GROUP MAINTENANCE

Use MSG 3 to create or update message groups. These groups streamline the message-sending process by allowing one group name to represent many users. This feature is especially useful when messages are often sent to the same group of people.

ACCESS METHOD

Select Option 3 from the Message Main Menu. Press Enter. Any groups you have created will automatically display.

Sample Screen 1 - Group Maintenance Inquiry Screen

```
*************************************************************************
 JUVRZ (SEC2(      JUSTICE  INFORMATION  MANAGEMENT  SYSTEM       MAY 05, 1994(C2)
 MSG03                         MESSAGE  SUBSYSTEM                 OPT: _____ - MSG
                               GROUP  MAINTENANCE                 PAGE:   1 OF   1


     [1]                                    [2]
 GROUP NAME: _____            DESCRIPTION: _____


  =======================================================================
 [3]
     GROUP NAME          DESCRIPTION                       MEMBERS    TYPE
  _  LIA ONLINE          ONLINE NON-SUBSCR LIAISON          ( 73)    PUBLIC
  _  SETLIAISON          SETCIC FULL ACCESS                 ( 19)    PUBLIC
  _  TRAIN               SK, LB, RW, AR                     (  4)    PUBLIC




  ==> (3) GROUPS FOUND

  1=ADD GROUP
              7=BACKWARD     8=FORWARD                                11=HELP

*************************************************************************
```

To quickly access a group listed on another page,
type all or part of the name in field 1 or the description in field 2 and press Enter. The corresponding group listing will display.

To update a group (you may update only groups you have created),
1. Select a group from the MSG03 screen by typing an **X** in field 3 of the appropriate listing.
2. Press Enter. A screen similar to Sample Screen 2 on the next page will display.

3. Update information:
    a. If necessary, type new information over displayed data in any combination of fields 1 - 3.
    b. To add a member, type an **X** in field 4, then type appropriate log-on ID.
    c. To delete a member, type a **D** in field 4.
4. After making all necessary changes, press Enter. When deleting, press PF9 to confirm.

To add a group,
1. Access MSG03, then press PF1.
2. A screen similar to Sample Screen 2 will display. All fields will be blank.
3. Type the name of the new group in field 1, its description in field 2 and whether it will be private or public (Y or N) in field 3.
    - N =   Private. A private group can only be accessed and updated by the owner (the creator of the group).
    - Y =   Public. A public group can be displayed and used by any other user of the Message Subsystem, but can only be updated by the creator.
4. Press Enter.
5. For each individual to be added to your group, type an **X** in field 4, then the person's log-on ID.
6. After typing information for all group members, press Enter.

Sample Screen 2 - Create/Update Group Maintenance List
```
******************************************************************************
JUVRZ (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 05, 1994(C2)
MSG0310                        MESSAGE SUBSYSTEM            OPT: _____ - MSG
                 >> OPTION DESCRIPTION NOT AVAILABLE <<     PAGE:   1 OF   1
    [1]                           [2]                             [3]

 GROUP NAME: NIGHT SUPR   DESCRIPTION: NIGHT-SHIFT SUPERVISORS__   PUBLIC: Y

 =============================================================================
[4]
   LOGON          NAME          DEPT    LOGON          NAME          DEPT
 _ JU49L  SAMPLE, JANICE_____ ABC   _ _____  _____ ___
 _ JUAT2  TRACY, RICHARD_____ ABC   _ _____  _____ ___
 _ JU4MX  UNDERWOOD, MARGARET_____ ABC   _ _____  _____ ___
 _ JUOM2  VITELLI, VINCENT_____ ABC   _ _____  _____ ___
 _ _____  _____ ___   _ _____  _____ ___
 _ _____  _____ ___   _ _____  _____ ___
 _ _____  _____ ___   _ _____  _____ ___
 _ _____  _____ ___   _ _____  _____ ___


  ==> *** PLEASE ENTER LOGON IDS ***


              7=BACKWARD    8=FORWARD                       11=HELP

******************************************************************************
```

PF-KEY OPTIONS

7=BACK: Press PF7 to access previous page.

8=FWRD: Press PF8 to access next page.

11=HELP: Press PF11 to access general Help screen explaining this transaction.

APPENDIX A
FEATURES OF MODEL 204

HELP SCREENS

General
Once you access an option in a Model 204 subsystem, general assistance is available by pressing PF11.

Specific Fields
Specialized Help screens are available for fields ending with >. These screens usually contain lists of valid codes.

To access a specialized Help screen:
a. Type a **?** in a field ending with > and press PF11. The code table will display.
b. Select the appropriate code by typing an **X** in the selection field to the left of the listing.
c. Press Enter and the original screen will reappear with the selected code displaying in the field.

THE OPTION FIELD

Transferring to Different Options
OPT: ____ appears at the top right of each screen. Use this field to transfer quickly from one option to another.

Type an option number beside OPT and press Enter. The requested screen will appear.

Transferring to Different Subsystems
Beside OPT: ___ are the initials MSG. Use this field to transfer from one subsystem to another — for example, from MSG to VLN, the Vehicle License/Name Inquiry. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the MSG initials and press Enter. You will access the main menu of the requested subsystem if you are cleared for it.

Transferring to a Specific Option Within a Subsystem
To access a specific option within a subsystem, first type the option number beside OPT, then type the subsystem code over the one which currently displays and press Enter.

Logging Off
Type an **L** in any OPT field and press Enter.

THE SCROLL FIELD

On Option Screens
Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

On Help Screens
The SCROLL field on Help screens may be used with page numbers as described above, or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To go to a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

THE PAGE NUMBER FIELD

Below the OPT field on some screens is a field labeled PAGE __ OF ___ (ex. PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type desired page number over the current page number and press Enter. The requested page will appear.

RETURNING TO MAIN MENU

From Option Screens
Press Clear, or type **MNU** in the second blank of the OPT field and press Enter.

From Help Screens
Press Clear.

APPENDIX B
MODEL 204 NAME INQUIRIES

FULL NAME

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME
Ex. **SAMPLE, JOHN DAVID**

PARTIAL NAME

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Example, **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John
Samson, Edith
Samuel, George
Saminski, Betty

Partial first names can also be entered.

Example, **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan
Sample, John
Sample, June

WILDCARDS

Two "wildcard" characters can help you perform a search:

An asterisk (*****) is a wildcard that can stand for any number of characters.

A plus sign (**+**) is a wildcard that corresponds to only one character at a time.

If you do not know some of the letters in a name, use the wildcard characters to take their place.

Ex. **SAM*J**

This search will find such names as:

Sampling, Joe
Sams, Jimmy
Sampleton, Julie
Samjak, Rick
Sample, Jeff

Or

EX. **SA+PLE**

This search will find such names as:

Sample, Beverly
Sanple, Douglas
Sapple, Lydia
Sample, Chris

An asterisk is assumed to be at the end of any name entered.

Index